

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No. 5 -03-A-07

SUBJECT: Procedures for the In Processing and Exiting of Contract Staff and Contingency Workers

EFFECTIVE DATE: January 22, 2007

EXPIRATION OR REPLACEMENT:

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance is issued to outline the procedures required for the efficient in-processing, tracking and exit processing of contract staff and contingency workers in DCRA, hereafter referred to as “contractors”. The bulletin is issued under the authority of the Agency Director.

Contractors are integral to the operations of DCRA and the efficient in-processing, tracking and exiting of contractors aids the agency in monitoring staffing patterns and developing staffing plans. A complete description of the contractor and DC Government relationship is available in the contract document between the vendor and DC Government.

SCOPE:

Employment Status of Contractors

- Contractors are not employees of DC Government but are employed by a private employer who is retained by DC Government (DCRA) to provide a specific service for a specific time period.
- Contractors are not eligible for DC Government benefits, holidays, pay rates or representation by any DC Government Collective Bargaining Unit.
- DC Government is not responsible for payment of any taxes or other employment liabilities for the contractors.
- Contractors may be provided with work space, tools and equipment or may be required to provide work space, tools and equipment at their own expense or the expense of their employer (vendor).
- Contractors are required to comply with all DCRA administrative issuances (policies and procedures) unless specifically exempted from compliance in the issuance.
- Contractors may be required by DCRA to attend training activities, meetings or presentations provided by DCRA. Participation in such activities will be authorized by the manager of the work unit. Contractors are not eligible to enroll in or participate in training activities offered by the Center for Workforce

Note: DCRA Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

Inquiries: DCRA Assistant Director for Administration : 202 442 8922

Distribution: Director, Deputy Directors, Program Managers, and Division Chiefs

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Development or the DCRA Training Academy unless specifically directed by the manager of the work unit and approved by the DCRA Director.

- Disciplinary actions, poor performance or termination of a specific contractor is not the responsibility of the manager of the work unit or the manager but is the responsibility of the vendor who employs the contractor. Managers of the work units with an assigned contractor will advise the DCRA Contracting and Procurement staff of disciplinary, performance or termination actions that must be initiated. The DCRA Contracting and Procurement staff will coordinate with the vendor for the disciplinary, performance or termination actions to occur.

Contracting and Procurement staff-

- Duties of the Contracting and Procurement staff may be delegated to the authorized COTAR for the specific contract,
- Coordination of all activities and relationships with the contractor vendor (contractors employer),
- Coordination of all activities with the CFO regarding costs of the contractors,
- Coordination with the manager of the work unit or manager regarding the contracting needs.
- Coordination and communication with the manager of the work unit or manager of any changes or adjustments including addition or deletion of contractors,
- Coordination and communication with the contractor vendor of any changes or adjustments including addition or deletion of contractors ,
- Advising the HR staff of any changes or adjustments including additions or deletion of contractors

Human Resources staff -

- Maintenance of the listing of contractors and assignment,
- Receiving of contractors upon arrival at DCRA,
- Orientation to agency operations through enrollment in the DCRA New Employee Orientation or an abbreviated New Contractor Orientation both of which include minimum requirements for ethics and customer service, on the job safety, and dress code,
- Provision of DCRA contractor identification card and issuance of Kastle/building access cards,
- Conducting exit interviews limited to the collection of any issued identification and property.

Managers of Work Units with assigned contractor(s)-

- Assignment of work to the contractor,
- Supervision of work performed by the contractor,
- Recording of time and attendance of the contractor using the vendors designated time and attendance reporting forms,

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- Reporting to the Contracting and Procurement staff of any changes or adjustments to the work requirements, schedule or assignment of the contractor as well as any issues related to discipline or performance of the contractor.

PROVISIONS:

1. Upon establishment of a contract for contract staff or contingency workers, the DCRA Contracting and Procurement staff will notify the HR office in writing of the number of contractor positions and titles if available, and the assigned manager of the work unit.
2. The HR Office will add the contractor positions to the DCRA "Position Control Tracking System".
3. The Contracting and Procurement staff will advise the HR Office when a contract worker has been requested/retained and of the expected start date.
4. The HR Office will generate a New Contractor Checklist to the manager of the contractor.
5. The manager of the contractor is responsible for identifying the work space, furniture, equipment, supplies and building access that the contractor will require. Once the requirements are indicated, the hiring manager then forwards a copy of the New Contractor Checklist to the Director of OIS, to the Manager of Support Services and the Assistant Director of Administration..
6. The Manager of Support Services, upon receipt of the New Contractor Checklist, verifies that the necessary work space, furniture, equipment and supplies, or other specified items have been allocated and returns the completed and signed New Contractor checklist to the manager.
7. The Director of OIS, upon receipt of the New Contractor Checklist, verifies that the necessary telephone or other technology devices indicated on the Checklist are available and ready for use when the contractor reports to DCRA. If equipment is not available, the Director of OIS will advise the hiring manager of the expected delay in providing the equipment. The Director of OIS then signs the New Contractor checklist form and returns the document to the hiring manager.
8. The Contracting and Procurement staff will advise the contract agency that the contractor should report to the HR Office upon start of the assignment, and of any other details related to the work assignment.
9. The HR Office will maintain any contractor information in a location separate and distinct from any employee records.
10. The HR Office will schedule the contractor for an orientation. Attendance at a scheduled orientation is mandatory for all contractors. Contractors may be scheduled to attend regular New Employee Orientations (recommended for contractors interfacing with the public) or may be scheduled for an abbreviated New Contractor Orientation.
11. Contractors may not be re-assigned to a different work unit, supervisor or work location without the specific authorization of the Contracting and Procurement staff.

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NEW CONTRACTOR CHECKLIST

Contractor Name _____

Work Unit/Manager _____

In Processing Date _____ Exit Date _____ -

Completed Orientation? YES NO

Identified work space _____

ISSUED	EXIT DATA/DATE
Telephone # _____	Pass Code _____
Computer _____	Pass Word _____
ID Card _____	Returned _____
Kastle Card _____	Returned _____
Other (specify) _____	_____
_____	_____
_____	_____

Manager of work unit
Date

Manager, Support Services
Date

Director, OIS _____ Date _____

HR Representative	Date
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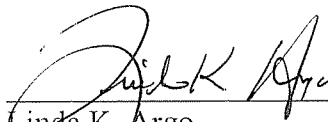
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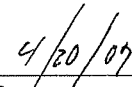
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12. If a change in work unit, supervisor or work location is authorized by the Contracting and Procurement staff, the HR office will be advised by the Contracting and Procurement staff as soon as possible but at least three days prior to the scheduled change in order to initiate the necessary requests to re-issue or reassign equipment, space or materials.
13. Upon separation, the contracting and Procurement Staff will advise the contractor to report to the HR Office for exit processing. Failure to report for exit processing may delay payment to the contracting agency.
14. The HR Office will collect the DCRA contractor identification, the security access card and any other DCRA materials, equipment or supplies that were issued to the contractor.

For additional information please contact the Assistant Director for Administration.



Linda K. Argo
Interim Director



Date

Attachment: New Contractor Checklist